

City of Santa Barbara

LAND DEVELOPMENT PROCESS GUIDE

For Engineering

a resource for use by City Engineering staff
as well as engineers, planners, and developers with projects
subject to the Engineering Division Land Development review process



**Prepared by the
ENGINEERING DIVISION**

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1. PROCESSING PROCEDURES

Introduction

As part of the City's mid-1990's Excellence in Customer Service efforts the City recognized the need to develop handouts and guidelines to assist staff and customers with applications, processing improvements, and developments reviewed by the Public Works Department. The Engineering Division of the Public Works Department developed two documents to continue this effort. This Land Development Processing Guide for Engineering and the Engineering Design Guidelines were developed to replace the City's outdated 1975 Interim Design and Improvement Standards. The Engineering Design Guidelines are a stand alone, separate document. The Engineering Design Guidelines provide general information and criteria for the design and construction of work within the public right-of-way and on City lands including, but not limited to, roadway, sidewalk, drainage, grading and Water Resource Division related projects.

This Land Development Process Guide for Engineering is written primarily as a resource for use by the Engineering Land Development Section staff. However, this guide is expected to provide beneficial information to engineers, planners, and developers involved in projects that may include public improvements in the public right-of-way and projects subject to the Engineering Division Land Development review process. This guide is also intended to assist in the development, review, and approval of land development and public right-of-way projects and to provide consistency in project administration and the Department's review process. This guide references other City guidelines, policies, procedures, and standards that apply to development. It is intended to facilitate consistency and communication in the review process. This guide is not intended to replicate or supersede any existing design guidelines, policies, or adopted standards.

This guide was developed using guides from several other municipalities as a model. It is anticipated that this document will be regularly supplemented with additional information and updated, at a minimum annually, to reflect current practice and recent policy. This guide was assembled with participation from the Engineering Land Development Staff, other Engineering Staff, and the Water Resources Division. Review and comments were provided by several other Departments in the City. Penfield & Smith Engineers, Inc. performed assistance with the assembly and editing work. It also incorporates or references many procedural memos, checklists, and informational bulletins that have been generated over recent years.

General

The City of Santa Barbara development and construction permits are processed and obtained at the public counters located at 630 Garden Street. Large and discretionary projects typically begin at the Planning counter with the submission of either a Pre-application Review Team (PRT) application or a Development Application Review Team (DART) application. The following types of projects, which are subject to Planning Commission approval, also require PRT review: Tentative Subdivision Maps; Development Plans for additions of 3,000 s.f. or more New Condominiums; Conditional Certificate of Compliance; Condominium Conversions and Annexations. The DART is a 30 day application review process for discretionary entitlements. Once an application is deemed complete by the DART, environmental review period commences (30 days to determine CEQA exemption, 180 days to adopt Negative Declaration and 1 year to certify an EIR). Following environmental review, the DART application proceeds to the Staff Hearing Officer or Planning Commission for review and approval. Which review board depends on the scope of the project.

Smaller or ministerial projects typically can be submitted to the public counters at 630 Garden Street. Most projects involve work on private property and some work in the public right-of-way.

All plans, drawings, calculations, maps and other documents being processed, which require the signature of a registered engineer or land surveyor as preparer, are generally the property of such signatory. If the preparer is employed and is signing as engineer or surveyor on behalf of his employer, then the company for whom he or she works for owns the maps, plans and documents. Said items shall not be released except to the engineer, surveyor (as described herein), or to their authorized representative.

Plans, maps and other documents described herein, when approved and signed by the City Engineer shall become public record and the property of the City and are available for copying and distribution as needed.

Filing and checking fees are credited to the specific maps, plans or documents which are submitted for processing. Any change in the preparer's signature of the above items shall require the signature and authorization of the original preparer or shall otherwise be treated as a new submittal.

The plan review of improvement plans and maps is limited to the purpose of ensuring that the plans comply with State laws and the City's procedures, policies, and ordinances and municipal code. The plan review process is not a determination of technical design sufficiency of the improvements. The plan

review process therefore, does not relieve the Engineer of Works/Record of his responsibility for the design and the sufficiency of the proposed improvements.

Definitions

For the purpose of this guide, unless otherwise apparent from the context, certain words and phrases used in this guide are defined as set forth below. All definitions provided in the Subdivision Map Act, the City of Santa Barbara Zoning Ordinance and Subdivision Ordinance shall also be applicable to this guide and said definitions are hereby incorporated by this reference as though fully set forth herein.

Acceptance of Improvements: Shall mean adoption of a resolution by the City Council, accepting the improvements into City maintenance, or written acceptance by the City Engineer where authorized by the City Council (one or the other).

Advantage: Is the computer software program used by the City to track and issue building permits and public right-of-way permits as of 1996. The program started as “Tidemark.” Over time, the program has been purchased by other vendors and modified so it is also known as “Permit Plan,” “Tidemark,” “Advantage” and “Accela.” As of 2007, several members of the City’s Land Development Team attend the annual Accela User’s Conference and the icon on each LDT members desktop is labeled as “Advantage.”

City Engineer: Means the City Engineer, the City of Santa Barbara, or his/her written designee - typically the Land Development Engineer for Land Development projects. Projects other than a Land Development project are commonly referred to as “CIP” or capital improvement projects which are initiated, designed, and constructed by City Public Works staff.

Development: Shall mean the uses, to which the land is the subject, of a discretionary action by the appropriate body of the City of Santa Barbara, the structures to be constructed on it, and all alterations of the land and construction incident thereto.

Developer: Shall mean any person, firm, corporation, partnership or association who proposes a development, as defined above.

Engineer or Engineer of Work/Record: Shall mean a qualified registered engineer, licensed by the State of California, responsible for the design and construction of improvements required for the development of land.

Green Book: Shall mean the latest edition of the Standard Specifications for Public Works Construction (SSPWC), adopted by the City in effect when plans are submitted (SBMC § 22.60.090).

Improvements: Shall include, but not be limited to, public and private; grading, street work, sidewalk, curbs, gutters, driveways, storm drain facilities, water mains, including existing overhead utilities required to be converted to underground, landscaping and fences to be installed on land to be used for public right-of-way, private streets and easements, and/or any other improvements as defined by the Subdivision Map Act.

Regional Standards: Shall mean the latest edition adopted by the City, in effect when plans are submitted. (SSPWC Details)

Sub divider: Shall mean a person, firm, corporation, partnership or association who proposes to divide, divides, or causes to be divided real property into a subdivision for himself or for others, except that employees and consultants of such persons or entities acting in such capacity, are not “sub dividers”.

Ordinance: All references to a specific ordinance shall mean the latest edition of the particular ordinance adopted by the City and all amendments thereto. The ordinance shall be the latest edition in effect when the plans are submitted. An ordinance is a rule or by-law enacted by the local City government. As opposed to a resolution, an ordinance will typically change or add to sections of the City’s municipal code.

Resolution: A resolution is a written motion adopted by a deliberative body, such as the City Planning Commission. The difference between an ordinance and a resolution is that the latter requires less legal formality and has a lower legal status. Annual adjustments to fees are typically achieved with resolutions.

Subdivision Maps & Land Development Related Documents

The Engineering Division reviews, approves, or administers the following areas:

1. Tentative Map (after being submitted in a DART package to the Planning Counter)
2. Final Map (five (5) or more proposed lots; also known as a “tract map”)
3. Parcel Map (four (4) or fewer lots, or ANY number of condominium units whether commercial or residential)
4. Lot Line Adjustment
5. Voluntary Merger
6. Public Street Frontage Waiver (Transportation Planning)
7. Amended Parcel and Final Maps
8. Certificate of Compliance and Conditional Certificates of Compliance
9. Certificate of Correction (for Parcel Maps, Final Maps and all other map-like items)
10. Map Amendment
11. Reversion to Acreage
12. Property Transfer Drawings (to and from City ownership, but not RDA or Parks):
 - a. Acquisitions
 - b. Easements
 - c. Dedications
 - d. Vacations
 - e. Abandonments
 - f. Grants

Improvement Plans (C-1, C-3, and C-8 drawings)

The City of Santa Barbara has a numbering system for public improvement plans. The number will be assigned by the Land Development Engineer and typically includes the following number assignments:

C-1-XXXX: Public Works Department C-1 construction drawings may be required when new or altered public improvements are proposed within the public right of way. Typical improvements include, but are not limited to, new or realigned street, curb and gutter and/or City utility mains. However, improvements such as new sidewalk or replacement of existing curb and gutter at the same alignment and elevation, do not invoke the requirement for a C-1 drawing.

The following improvement plans (C-1's) are typically required for public improvements and reviewed, approved and administered by the Engineering Division:

1. Street
2. Sidewalk
3. Curb and Gutter
4. Flow Line
5. Sewer and Water
6. Storm Drain/Flood Control
7. Traffic Signals and Related Electrical
8. Street Trees, Landscape and Irrigation in public right-of-way
9. Street Lights

The following improvement plans (C-1's) are typically required for private improvements within the public right-of-way and reviewed, approved and administered by the Engineering Division:

1. Sewer and Water (flow line)
2. Sewer Lateral
3. Water Meter
4. Street
5. Storm Drain/Flood Control

6. Utilities (Southern California Edison and the Gas Co. for new facilities only)

C-3-XXX: Used for public improvements which are primarily on-site plant operations (Cater Water Treatment Plant or El Estero Waste Water Plant) or mechanical installations (pump station, sewer lift stations).

C-8-XXXX: May be used for public improvements that are principally heavy structures such as bridges (Cabrillo), culverts (Laguna Gate), parking structures (Granada Garage), or dams. C-8's also include survey maps.

In addition to the above items, the Engineering Division reviews, approves, or administers (Inspects) the following areas:

1. Lot Mergers
2. Setback Variance Requests
3. Sewer and Water Main Extensions
4. Encroachments or structures in the public right-of-way.
5. Traffic Control (also reviewed by Transportation Planning and Operations Division)

Using Advantage to Track Projects

The City of Santa Barbara Public Works Staff utilizes Advantage software from Tidemark Computer Systems, Inc. to facilitate the tracking and processing of City permits. Permit Plan is a Windows based data base application that tracks the progress of each permit application or “case” through the City’s review process. The program started as “Tidemark.” Over time, the program has been purchased by other vendors and modified so it is also known as “Permit Plan,” “Tidemark,” “Advantage” and “Accela.”

For the Public Works Department, Advantage is used to track the following:

1. Public Works permits:
2. Installation or removal of public improvements on public property, in the right-of-way or within an easement.
3. Installation or removal of public or private drainage improvements.
4. Encroachment Permit (right to install private facilities on public property, in the right-of-way or within an easement).
5. Development Agreements, Maps and Record Documents.
6. As-Built Improvements, and Grading and Landscape Plans on public property, in the right-of-way or within an easement.
7. Construction Inspections.
8. Bonds, fees, securities and releases for public improvements.
9. Construction changes.
10. Acceptance of improvements.
11. Record Drawings.
12. Traffic control approval.
13. Land sales, Leasing, and Acquisition.
14. Haul route permits.

Typically the above actions would be tracked in a case number associated with the project’s address or APN. For each “case”, Permit Plan can also track the following information:

1. Case Type, such as Pre-Application, Sign Permit, Master Applications, etc. The “Public Works” case and “Master Application” case types would be the most common case types entered by the Public Works Department.
2. Parcel Number
3. Address
4. Active or Inactive Status
5. Name(s) of the Owner, Contractor, Engineer and/or Architect
6. Project Master Application Number and Description
7. Discretionary Review Requirements (such as Planning Commission, Architectural Board of Review and Historic Landmarks Commission)
8. Coastal Review Requirements
9. Environmental Review Information
10. Pertinent Notes
11. Time Spent on a Case
12. Fees Owed and Paid
13. Type, Description and Unit Quantity of Public Improvements. (This feature is used for fee calculations and inspection, tracking purposes.)

Improvements are broken down into Street Improvements, Water, Sewer, Drainage, Transportation/Parking and Land Development.)

Please consult with the Public Works Counter as to how you create a case number and/or log in an action/status under an existing case number.

Advanced Functions of Permit Plan include:

1. Mailing labels for project contacts
2. To-do lists for cases
3. Interface with ArcView GIS software to view subdivision maps
4. Linking related projects
5. Grouping (linking) documents associated with a case that reside in other directories and operate with other software applications
6. Tags or Flags to note special attributes or concerns related to the case/property

2. TENTATIVE MAPS

General

Tentative Maps shall be prepared and submitted in accordance with the State of California Subdivision Map Act and in accordance with the City of Santa Barbara requirements in Municipal Code Chapter 27.07 and this document. See the [condominium map](#) section of this document if the tentative map is a condominium project.

Discretionary Approval Required (i.e., submit as a PRT/DART)

Tentative Subdivision Maps (TSM) involving 2-4 lots or condominium units is subject to review and approval by the Staff Hearing Officer if the project meets the following criteria:

1. It is located outside the Hillside Design District;
2. It meets the street frontage requirements;
3. It does not abut or include portions of certain named creeks and their tributaries.

Note: Council also adopted Resolution No. 05-094 in order to include the “City of Santa Barbara Creek and Tributaries Map for Tentative Subdivision Maps that Require Planning Commission Action.”

If the above criterion is not met, the TSM is subject to Planning Commission review and approval. If the TSM involves 5 or more condominium units is subject to Planning Commission Review and approval.

Tentative Subdivision Maps involving the conversion of 2-4 residential rental units to condominiums is subject to review and approval by the Staff Hearing Officer. The conversion of 5 or more residential rental units to condominiums is subject to Planning Commission Review and approval.

The Subdivision Map Act requires that lot line adjustments of five or more lots be acted on as Tentative Subdivision Maps; therefore, the Staff Hearing Officer will act on lot line adjustments involving four or fewer lots.

Please note that any TSM subject to Planning Commission review requires a Pre-application Review Team (PRT) review first.

Tentative Map Submission Requirements

In accordance with and in addition to Municipal Code Chapter 27.07.030, the Tentative Map shall contain and/or conform to the following:

1. Tentative Maps shall be prepared by a registered civil engineer, or licensed surveyor, or by a licensed architect insofar as such maps fall within the practice of architecture.
2. The Tentative Map shall be clearly and legibly drawn. The dimensions of the map shall be eighteen inches (18") by twenty-six inches (26") or multiples thereof. The scale of the map shall be large enough, not smaller than one inch (1") equals one hundred feet (100'), to show clearly all details thereof, and shall contain the following information:
 - a. Total acreage of the subdivision; subdivision number; north point; basis of elevation (using the City datum) and the basis of bearing used in survey; scale; date; boundary lines; existing and proposed lot lines; approximate dimensions and areas of proposed lots; proposed land use; land use zone district; identification of adjoining subdivisions or parcels.
 - b. Name, address, telephone number and signature of the owner and subdivider; name, address, telephone number and registration or license number of the preparer of the map.
 - c. Contours at five- foot (5') intervals, smaller intervals may be required by the Chief of Building and Zoning. Contours shall extend one hundred feet (100') beyond the boundary of the subdivision when necessary to determine the adequacy of the proposed subdivision design.
 - d. Location, name, width, approximate grades, cross sections of improvements, and approximate radii of curves of existing and proposed streets and alleys, including adjacent streets; location of street lights to be installed; proposed bikeways and trails.
 - e. Existing culverts and drain pipes in subdivision and contiguous areas; approximate boundaries of land subject to overflow, inundation or flood hazard; the location, width, and direction of flow of all watercourses in the subdivision and contiguous area; proposed drainage facilities.
 - f. Proposed water system and source of water supply; proposed sewer system including elevations at proposed connections; proposed fire protection system.
 - g. Location, width and purpose of all existing and proposed rights-of-way and easements; railroads; land for park and recreational areas and other public uses to be dedicated or reserved for public use.

The above addresses Public Works Department concerns and requirements.

Other City Divisions/Departments may have additional requirements. *For information call (805) 564-5388, City of Santa Barbara Public Works Department 630 Garden Street, Santa Barbara, California, 93101*

1. Existing structures within the proposed subdivision; those setback lines that are different from or in addition to those required by the Zoning Ordinance; existing trees larger than four inches (4") in diameter measured two feet (2') above the base.
2. Location of all existing public utility facilities; location of any proposed above ground collective public utility facilities. (Ord 2790 §1, 1975.)

At the time of application, the Applicant shall submit the following to the Planning Division Counter at 630 Garden Street and the Tentative Map shall also contain the following:

1. Vicinity Map
2. Existing and proposed parking spaces, driveways and access
3. Existing and proposed slope of property
4. Proposed slope of driveways
5. Existing and proposed lot lines
6. Removal of or addition of any existing trees or significant vegetation in the public right of way
7. All modifications and variances from municipal code and interim subdivision design standards requested on map.

Public Works Staff may require additional information be indicated on the Tentative Map specific to the project.

3. VESTING TENTATIVE MAPS

General

Vesting Tentative Maps shall be prepared and submitted in accordance with the State of California Subdivision Map Act and in accordance with the City of Santa Barbara requirements in Municipal Code Chapter 27.20 and this document.

Vesting Tentative Maps follow the same discretionary review process as described in Section 2.1.

Vesting Tentative Map Submission Requirements

1. ***Vesting Tentative Map - Identification.*** At the time a vesting tentative map is submitted for approval, it shall have printed conspicuously on its face the words "Vesting Tentative Map."
2. ***Special Requirements for Vesting Tentative Map.*** At the time a vesting tentative map is submitted for approval, the sub divider shall also supply the following information:
 - a. A preliminary plot plan of the proposed development, drawn to scale, showing, as a minimum:
 - i. Boundaries of the property;
 - ii. The location, dimensions, and uses of all existing and proposed buildings and structures on the subject property;
 - iii. Location, size and number of parking spaces and loading spaces;
 - iv. All interior circulation patterns including streets, walkways, bikeways, and connections to existing or proposed arterial or connector roads and other major roads;
 - v. Location and use of all buildings and structures within 50 feet of the property's boundaries;
 - vi. Location, height, and material of all existing and proposed walls and fences;
 - vii. Location of areas of geologic, seismic, flood and other hazards;
 - viii. Location of areas of prime scenic quality, habitat resources, archaeological sites, water bodies, and significant existing vegetation;
 - ix. Location and amount of land devoted to public purposes, open space, landscaping and recreation.
 - b. Preliminary Soils Report.
 - c. Improvement plans for construction of public improvements as required by the Public Works Department. The improvement plans shall be prepared by a registered civil engineer and shall include but not be limited to:
 - i. Street improvements, including but not limited to curb, gutter, sidewalk, sewer system, water system, street lighting, traffic controls and undergrounding of utilities;
 - ii. Existing and proposed drainage;
 - iii. Right of way and other dedications;

- iv. Existing contours and proposed grading;
- d. Preliminary building elevations;
- e. Preliminary landscaping and irrigation plans indicating proposed trees, shrubs, and ground cover; and delineating species, size, and placement;
- f. Statistical Data:
 - i. Net and gross acreage and square footage of the property;
 - ii. Height, ground floor area, and total floor area of each building;
 - iii. Number and type of dwelling units in each building, i.e., single-family dwelling, condominium, apartment, etc., and number of bedrooms in each dwelling, where applicable;
 - iv. Building coverage expressed as a percent of the total net area of the property;
 - v. Percentage of the net or gross land area of the property devoted to landscaping, open space and/or recreation, whichever is appropriate;
 - vi. Parking requirements for the entire development with a computation showing the requirements for each dwelling, unit in the development and total parking requirements;
 - vii. Estimated number of potential residents in each residential category;
 - viii. Number of employees and potential new employees, if applicable;
 - ix. Average slopes, if parcel contains any slope in excess of 20 percent;
- g. Three-dimensional perspective drawings and renderings to scale sufficient to show the architectural design, including colors and materials, of buildings and structures proposed to be constructed;
- h. The off-site circulation pattern, including right-of-way dedication, street improvements, traffic control measures and acceleration and deceleration lanes;
- i. A statement of intent as to the establishment of utilities, services, and facilities including water, sewage disposal, fire protection, police protection, schools, transportation, i.e., proximity to transit or provision of bike lanes;
- j. A statement of energy and water conservation measures and/or devices incorporated into the construction and occupancy phases of the development;
- k. The on-site illumination plan emphasizing access, walkways, buildings, parking, landscaping, and signs; illumination intensity shall be subject to approval from the Advisory Agency after on-site inspection;
- l. Any signs, including size and location, if applicable;

- m. Measures to be used to prevent a reduced nuisance effect such as noise, dust, odor, smoke, fumes, vibration, glare, traffic congestion, and to prevent danger to life and property;
 - n. If development is to occur in stages, the sequence and timing of construction of the various phases;
 - o. Proposed homeowners association (if applicable) indicating CC & R's, deeds, restrictions, and methods of open-space maintenance;
 - p. Any other data requested by the Community Development or Public Works Departments.
3. **Prior Approvals Necessary.** Where a vesting tentative map application is submitted for approval in conjunction with a development plan, conditional use permit, modification, or variance for the same property, the vesting tentative map shall be processed concurrently with such discretionary approvals. If the applicant is seeking a modification, variance, or conditional use permit, a vesting tentative map shall not be approved or conditionally approved until all other discretionary approvals have been granted or conditionally granted. A vesting tentative map processed in conjunction with a development plan shall not be approved or conditionally approved until the preliminary development plan has been approved or conditionally approved by City.
4. **Development Allocation System.** Every vesting tentative map shall contain a statement that the issuance of any building or grading permit for the real property shown on the vesting tentative map is subject to the requirements and restrictions of the City's Development Allocation System existing at the time of any such issuance. (Ord. 5380, 2005; Ord. 4371, 1985.)

4. PARCEL/FINAL MAPS

General

Subdivision maps, commonly known as Parcel or Final Maps¹, are required for all residential, commercial or mixed-use subdivisions. Final Maps are for creating five (5) or more lots, and Parcel Maps are for creating four (4) or fewer lots, as provided for in the Subdivision Map Act Ch. 2 Maps, Article 1 General Provisions, and SBMC Title 27. Requirements for all subdivision maps shall be governed by this section.

¹ The County of Santa Barbara uses “Tract” for Final Maps

Parcel/Final Map Submittal Requirements

Parcel/Final Map Submittal Requirements are per SBMC Title 27, and as shown on the Parcel/Final Map Checklist. This checklist is available at the Public Works counter (See Appendix B for a list of forms available at the Public Works Counter).

Engineer's Signature

Maps shall be stamped, signed, dated and prepared by, or under the direction of, a Registered Civil Engineer having a registration number of 33965 or lower (per Section 8731 and 8761 of the Business and Professions Code) or a Licensed Surveyor.

Paper Size, Ink and Legibility

Maps shall be legibly drawn with all lettering 1/8 inches or larger on an 18x26 inch sheet by a process guaranteeing a permanent record in black on tracing cloth or polyester base film. A one inch (1") margin line shall be drawn completely around each sheet. The margin shall be left blank. The ink used shall be black, opaque and permanent in nature.

Labeling

For uniformity on all maps, the following labeling standard shall be adhered to (See Figure 1 for approved Parcel/Final Map layout).

1. Title – to be placed on all sheets:
 - a. Final Map number (contact Land Development Engineering staff for the next available number)
 - b. Description of proposed subdivision
 - c. Surveyor's name, address, phone number and license number
 - d. Approximate month and year the map will go to City Council for approval
2. Lot Numbers/Areas:
 - a. Show lot number for each lot/unit in the proposed subdivision
 - b. List area of lots in s.f. or ac., depending upon the size.
 - c. If condominiums, identify how many units are proposed, and the type of units. (*e.g., four residential and __s.f. commercial*)
3. Street Widths:

See Engineering Design Guidelines for specifications.

4. Street Names:

Naming of streets is subject to Title 22.48 of the Santa Barbara Municipal Code.

5. Method of Establishment:

- a. Current Title Report within 3 months of map submittal date
- b. Survey by a licensed surveyor, with ties to the City of Santa Barbara Survey Control Network per Record of Survey Book 147, Pages 70 through 74, inclusive.
- c. Closure calculations for existing exterior boundary, and existing parcels
- d. Closure calculations for each individual proposed lot
- e. Closure calculations for overall subdivision
- f. Closure calculations for City Grid with ties into subdivision
- g. Provide copies of all record data used to establish points, and identify in right hand corner R-1, R-2, etc. Include this information in the legend.

6. Scale, North Arrow:

- a. Show north arrow on each sheet
- b. Provide graphic scale in addition to written scale

7. Boundary Reference:

- a. Clearly state Basis of Bearings
- b. Provide adequate explanation of establishment of property corners which govern the boundary compilation. Example: "corner position established by intersection."

FIGURE 1 Reduced Approved Parcel/Final Map Layout

To be inserted

Survey Requirements

The map shall be based upon a field survey and shall follow and show the following information:

1. Basis of Bearing. Bearings are most commonly based upon an established monument line of record, but can also be assumed, or based upon ties to an established control network or published NGS monuments. GPS ties to CORS stations are also becoming a common means of establishing the bearings for mapping. Whatever the method, a Basis of Bearing note must be shown on the map.
2. Survey data. Surveys in connection with the preparation of a subdivision map shall be made in accordance with standard practices and principles for land surveying. The minimum traverse closure of the boundaries of the subdivision and all lots and blocks shall be 1:10,000 and meet third order, Class I requirements as prepared by the Federal Geometric Control Committee and published by the United States Department of Commerce.

- a. Easement and Street Right-of-Way Establishments:

The final map shall show:

- The centerlines of all streets
- The length, radii and central angles. Radial bearings are to be shown for non-tangent curves
- The total width of each street
- The width of the portion being dedicated and the width of rights-of-way of railroads.
- Existing easements of record shall be shown graphically on the map, and easements to be dedicated per the map, shall be dimensioned.

Santa Barbara City blocks are defined by monuments set at 5' x 5' offsets established by the City Engineer, rather than the center-line of a street or alley, and such data shall be considered in preparing the survey and parcel or final map. All monuments found and utilized in the course of the survey shall be accurately described.

- b. Adjacent Survey:

Show establishment and ties to and label the following:

- Subdivisions and other record of surveys adjacent to the property

- Primary survey control points such as sections, corners, and existing, referenced monuments of adjacent surveys relevant to the establishment of boundary control lines
- City and County boundary lines that abut said property

Monumentation

All monuments that are used to memorialize the establishment of a point shall conform to, or be rehabilitated to conform to, the requirements as stated herein.

1. **Found Monument:** Any found monument that does not have an L.S. (land surveyor) or R.C.E (registered Civil Engineer) identification and has a "No Record" origin is not an acceptable monument unless its position can be proven from other record monuments or by deed description
2. **New/Set Monuments:** Subdivision Boundary Corner Monuments: In preparing the survey for the subdivision, the surveyor shall set sufficient, permanent monuments that may be readily retraced. Such monuments shall be an iron pipe with not less than a 1/2" inside diameter, 18" in length, and shall have either a brass tag or plastic plug with the surveyor's or engineers license number. Such monuments shall generally be placed at angle points on the exterior boundary lines of the tract and at all boundary corners.

Note: For parcel and final maps, all exterior monuments shall be set prior to the final release of securities.

3. **Interior Lot Corners:** Lot corners shall be marked with 3/4" galvanized iron pipe or 1/2" iron pipe, not less than 18" in length, or driven less than 12" into the ground and tagged with the surveyor's registration number. If conditions dictate, monuments can be placed along the extension of the common property line at an offset to the property corners, and all such offset monuments must be duly noted on the map.

Required Certifications and Statements

In addition to the certificates and acknowledgements required by the Subdivision Map Act, the following certificates, together with any others required by the Conditions of Approval, shall be shown on the Map:

1. Engineer's or Surveyor's Statement (SMA 66442.5 FM):

This map was prepared by me or under my direction and (is based upon a field survey) (was compiled from record data) in conformance with the requirements of the Subdivision Map Act and Local Ordinance at the request of Name of person authorizing map in Month, 20 . I hereby state that this Parcel Map substantially conforms to the approved or conditionally approved tentative map. *(If field survey performed)* All monuments shown are of character and occupy the positions indicated, and they are sufficient to enable this survey to be retraced.

Signature

Surveyor's Name Printed

Date

P.L.S. #####

License Expiration Date: 00/00/00

(seal)

2. Owner's/Surveyor's Certificate²:

I (We) hereby state that I (we) am (are) the owner(s) of, or have an interest in, the land included within the subdivision shown on the annexed map, and that I (we) am/are the only person(s) whose consent is necessary to pass clear title to said land. I (We) consent to the making, or preparation, and recordation of said map and subdivision as shown within the distinctive border lines. *(If there are dedications, see below.)*

(Private drainage, access & public utilities easements):

I (We) also hereby dedicate the easements shown hereon for the purposes set forth.

(Public roadway in fee):

² It is a Surveyor's statement if there is no public dedication.

I (We) also hereby offer to dedicate (road name(s)) in fee to the City of Santa Barbara for roadway purposes as show hereon.

(Public roadway in easement):

I (We) also hereby offer to dedicate (road name(s)) as easements to the City of Santa Barbara for public roads as shown hereon. *(Use this format for riding trails, etc.)*

(Flood Control in easement):

I (We) also hereby offer to dedicate to Santa Barbara County Flood Control and Water Conservation District the easements for drainage/maintenance purposes as shown hereon.

Signature

Owner/Beneficiary/Trustee

3. City Engineer's Statement: *(Use For Final Maps)*

I hereby state that I have examined this map, that subdivision as shown is substantially the same as it appears on the tentative map and any approved alterations thereof, that all provisions of Chapter 2 of the Subdivision Map Act and any local ordinances applicable at the time of approval of the Tentative Map, if required, have been complied with and that I am satisfied that the map is technically correct.

R. Patrick Kelly, City Engineer
City of Santa Barbara
R.C.E. No. 27077
Registration Expiration Date: 00/00/00

Date

4. City Engineer/Planning Commission Statement: *(Use Only For Final Maps)*

This map and real property contained within this subdivision are subject to certain conditions as set forth on both Resolution No. <Reso No> of the Planning Commission which was adopted on <Month, Year> and agreements executed by <Owner> and the City of Santa Barbara, which were recorded on or about the time of the recordation of this map.

5. Planning Commission Approval: (*For Final Map*)

(Not shown on map)

6. City Attorney's Statement: (*Use Only For Final Maps*)

(Not shown on map)

7. City Treasurer's Certificate: (*Final Maps/Parcel Maps*)

(Not shown on map)

8. City Council Certificate: (*Final Map*)

I hereby state that this map was duly adopted and approved by the City Council on the _____ day of _____, 20__, and that the City Clerk was duly authorized and directed to endorse thereon its approval of the same.

9. County Treasurer/Tax Collector:

(Not shown on map)

10. Clerk Of The Board Of Supervisors:

*(On the Title sheet **without** dedications, per SMA 66447):*

I, Michael F. Brown, Clerk of the Board of Supervisors of Santa Barbara County, do hereby state that pursuant to Government Code Section 66464 (State Subdivision Map Act), that the certificates and deposits required under Government Code Section 66492 and Section 66493 (State Subdivision Map Act) on the property within this subdivision have been filed and made.

Michael F. Brown

By:

Clerk of the Board of Supervisors of
Deputy
Santa Barbara County

Date:

(Seal)

*(On the Title sheet **with** dedications as easements per SMA 66440 and 66447 Having road easements accepted by the County would be very unusual.):*

I, Michael F. Brown, Clerk of the Board of Supervisors of Santa Barbara County, do hereby state that on _____ (Month and Day) _____, 200__, I was duly authorized and directed to endorse hereon the Boards approval and acceptance of (road name(s)) as an easement to the County of Santa Barbara for roadway purposes as shown hereon. I furthermore state that pursuant to Government Code Section 66464 (State Subdivision Map Act), that the certificates and deposits required under Government Code Section 66492 and Section 66493 (State Subdivision Map Act) on the property within this subdivision have been filed and made.

_____ Michael F. Brown

By:

Clerk of the Board of Supervisors of
Deputy
Santa Barbara County

Date:

11. County Recorder's: (Use Only For Final Maps)

I hereby state that this Final Map No. _____ consisting of ____ sheets was accepted and recorded on _____, 20__, in Book _____, Pages _____ to _____ of Maps, Records of Santa Barbara

County, California at _____m, at the request of
<surveyor>

Michael F. Brown

By:

Clerk of the Board of Supervisors of
Deputy
Santa Barbara County

Date:

12. Board of Director's Statement: *(Use Only For Final Maps)*

I, Michael F. Brown, Clerk of the Board of Directors for the Santa Barbara Flood Control and Water Conservation District, do hereby state that on _____, 20__, I was duly authorized and directed to endorse hereon the Board's approval and acceptance of the easements for drainage and/or maintenance purposes as shown hereon.

Michael F. Brown

By:

Clerk of the Board of Supervisors of
Deputy
Santa Barbara County

Date:

Required Notes

The following notes shall be shown where applicable:

1. Condominium Note:

“This subdivision is a condominium project as defined in section 1350 of the Civil Code of the State of California, containing a maximum of _____ dwelling units and is filed pursuant to the Subdivision Map Act.”

2. Geologic Problem:

The following note shall be placed on Final Maps or Parcel Maps when there are geological problems.

“Based on preliminary geological information contained in reports by _____, there are geological problems which may require corrective measures within the boundary of this division of land. Prior to issuance of building or grading permits or construction of the proposed street improvements or further division of the land, additional geologic and/or soil engineering reports will be required by the City of Santa Barbara.”

Requirement for Existing Easements

All existing and dedicated onsite easements shall be shown with the type of easement properly indicated. Easement ownership shall be referenced on an omission note as provided for in Section 66436 of the State Subdivision Map Act.

Dedication of Easements

Unless Conditions of Approval indicate otherwise, dedications may be made by:

1. Offer and acceptance of dedication on the Map (preferred and the simplest):
 - a. Street Right-of-Way:

The offer whether fee or easement is stated in the Owner's statement and accepted/rejected in the City Clerk's statement. *See accompanying example.*

...and that they do hereby offer to dedicate to the City of Santa Barbara on behalf of all Governmental agencies providing for the public safety, health and welfare, an access easement over, shown on this map...

- b. Other - Sewer, Storm Drains, etc.:

(EXAMPLE OF A PARCEL OR FINAL MAP SHOWING DEDICATION OF UTILITIES to be inserted)

1. Separate Instruments:

Off-site easements required as Conditions of Approval, shall be dedicated by separate recorded documents also referred to as instruments.

Dedication Notes

The following dedication notes are to be added to the Owner's Certificate when applicable. These are only suggestions, as each property and each easement or dedication is going to be unique. These are for use on Parcel and Final Maps. Some may apply to other types of maps as well.

1. Notes Regarding Dedications:

The owner and its successors in interest retain the right to use the easement areas except that within the easement area, no permanent structures, buildings and/or any accessory parts can be erected or other use made by owner, which would interfere with (entity that easement is granted to) use of the easement. Owner and its successors in interest shall obtain written approval from (entity that easement is granted to).

Owner shall defend, indemnify, save and hold harmless (entity easement is granted to), its agents, employees, officers, successors and assigns from and all claims, liabilities, demands, costs, (including reasonable attorney's fees) and cause of action of all kinds with regard to the condition of the easement property which is the subject of these dedications, especially contamination by harmful, hazardous and/or toxic materials, if any.

In the event the indemnity hereunder exceeds that permitted by applicable law, such indemnity shall be construed as the maximum permitted by law. This indemnity shall not apply to any contamination which may occur within the easement area as a result of the operations of (entity that easement is granted to) subsequent to the effective date.

2. Dedication of Streets:

A (*describe easement*) for public street purposes granted to (*name of person/entity easement is granted to*), recorded _____ as (Instrument No, Book No, Page No) of Official Records.

3. Dedication of Easements (for roads, private utilities, private storm drains, public utilities, etc.):

Irrevocable Offer to dedicate _____ foot wide easement for (*what it is for*) for the benefit of (*who it is benefiting*) shown hereon.

4. Dedication of Future Interest:

(This unique situation requires unique wording.)

5. Dedication of Easements on Private Streets:

A _____ wide easement for private road purposes for _____
(*insert purpose, e.g., waterlines, sewer lines, access, etc.*) as shown
hereon.

6. Dedication of Future Streets:

We hereby irrevocably offer to dedicate an easement for public street purposes to the City of Santa Barbara over _____(*insert street name*) as shown hereon. We also hereby irrevocably offer to dedicate easements for public trail purposes to the City of Santa Barbara as shown hereon.

7. Streets are Offered or Dedicated *and* Structures Exist:

(This unique situation requires unique wording.)

8. Dedication of Access Rights:

(Normally seen when adjacent to a freeway or limited access property.)

9. Dedication of Limited Access Rights:

(Would allow access for specific purposes. e.g.,: An emergency road for emergency vehicle use only.)

10. Building Restriction (Geological, Flood Hazard, etc.):

(This unique situation requires unique wording.)

11. Building Restriction (Special Area):

(This unique situation requires unique wording.)

12. Grant in Fee Simple:

(This unique situation requires unique wording.)

13. Landscape Maintenance:

(This unique situation requires unique wording.)

14. General Open Space:

(This unique situation requires unique wording.)

15. Recreational Open Space:

(This unique situation requires unique wording.)

16. Clear Space Easement:

(This unique situation requires unique wording.)

Acknowledgments

All-purpose form:

ACKNOWLEDGEMENT

STATE OF CALIFORNIA)
)ss
COUNTY OF _____)

On _____, before me, _____, a Notary

Public, personally appeared _____,
personally known to me (or proved to me on the basis of satisfactory evidence)
to be the person(s) whose name(s) is/are subscribed to the within instrument,
and acknowledged to me that he/she/they executed the same in his/her/their
authorized capacity(ies), and that by his/her/their signature(s) on the
instrument the person(s), or the entity on behalf of which the person(s) acted,
executed the instrument.

Witness my hand and official seal.

Signature _____ (Seal)

Signature Omission

This is most commonly done as a list, as follows:

1. [FOR FINAL MAPS] The signatures of the following easement holders have been omitted under the provisions of Section 66436 (a) (3) (A) (i) of the Government Code (Subdivision Map Act) as their interest cannot ripen into a fee:

Example:

SANTA BARBARA TELEPHONE COMPANY, A CORPORATION, AN EASEMENT FOR TELEPHONE LINES PURPOSES RECORDED NOVEMBER 16, 1938 AS INSTRUMENT NO. 9874, IN BOOK 450, PAGE 444 OF OFFICIAL RECORDS

COUNTY OF SANTA BARBARA, OPEN SPACE EASEMENT RECORDED JANUARY 5, 1994 AS INSTRUMENT NO. 94-001119 OF OFFICIAL RECORDS

Note: Easements must be graphically depicted on map sheet.

2. [FOR PARCEL MAPS] The signatures of the following easement holders have been omitted under the provisions of Section 66445 (e) of the Government Code (Subdivision Map Act) as their interest cannot ripen into a fee:

Example:

1.) Bertha Yaggy, September 21, 1933, as Instrument No. 6040 in Book 290, Page 113 O.R.

*2.) Southern California Edison Company, August 5, 1949, as Instrument No. 9621 in Book 868, Page 3 of O.R.
This easement is not locatable from record documents.*

Note: Easements of record are to be plotted graphically on map sheet, and if not locatable per the document it must be so stated.

3. [BOTH] The signature(s) of _____, owner(s) of _____, (type of mineral ownership) per deed recorded in Book _____, Page _____ of (Deeds) (Official Records) 1 Records of, County (has)

(have) been omitted under the provisions of section 66436, Subsection C of the Subdivision Map Act.

Basis of Bearing Note

1. "Normal Method":

The bearings shown hereon are based on the bearing _____ of the (*center, side, Northerly, etc.*) line of the (*street, section, etc.*) as shown on (*name of permanent record*).

2. "Rotated Bearing Method":

The bearing shown hereon is based on the (*center, side, Northerly, etc.*) line of the (*street, section, etc.*) shown as (*bearing*) on (*name of permanent record*) and shown as (*bearing*) on this map.

Sample Public Utility/Public Energy Letters

Required from public utilities and public entities to assure compliance with Section 66436 (3) (A) (I) of the Subdivision Map Act:

Example:

Honorable City Council
City of
California

Council members:

Ref: () (*PARCEL MAP NO.*)

Please be advised that the division and development of the property in the manner set forth on the map of _____ will not unreasonable interfere with the free and complete exercise of any easement held by (*name of public utility or public entity*) within the boundaries of said map.

Sincerely yours,
(*Public Utility or Entity*)
(*Signature*)
(*Title*)

**Public Utility Letters to be submitted to the Land Development Engineer,
City of Santa Barbara.*

Sub-divider's Certification of Public Utility/Public Entity Letters (sample)

1. Required from sub-dividers if no response from the public entity/utility company is received in accordance with Section 66436 (a) (3) (A) (IV):

Example:

(Date)

Attention: Land Development Engineer, City of Santa Barbara

I (We) hereby declare under penalty of perjury that I am (we are) the sub-divider(s) or the sub-divider's agent(s) of the subject division of land and that I (we) have complied with the provisions section 66436 (a) (3) of the State Subdivision Map Act relative public entity/public utility rights-of-way/easements. I (We) other declare that the thirty day period specified by section 6436 (a) (3) (A) (iv) has passed and that I (we) have received no response from a public entity/public utility objecting to the omission of their signature or objecting to the finding that the division and development of the property within the subject 1 of land will not unreasonably interfere with the full and complete exercise of its right-of-way or easement.

(Name if other than an individual)

/s/

(Name if an individual)

(Title if other than an individual)

/s/

(Title if other than an individual)

NOTE: All signatures must be acknowledged.

2. Additionally, the Parcel/Final Map package shall include the following items:
 - a. Required Copies:

At the initial submittal, submit five (5) copies of the Parcel or Final Map signed and sealed by a professional Land Surveyor or Civil Engineer authorized to practice land surveying along with five (5) sets of the civil improvement plans, if required.

b. Calculations:

Machine calculated traverses must be provided along with a work sheet clearly identifying the points used on the traverse.

The calculations shall include: the subdivision boundary with area; all lots within the subdivision area; all boundary ties; streets; center lines; and easements.

All traverses will show a closure and must close to less than 1:10,000. Traverse data shall be exactly the same as that appearing on the Final/Parcel Map. Traverses shall be submitted in a form that facilitates checking and shall clearly denote the manner in which the area was traversed.

c. Title Report:

The original copy of a current Preliminary Title Report, within 30 days of submittal, the corresponding Subdivision Guarantee (*the subdivision guarantee is not required for the initial submittal*), and a copy of the completed tax collector affidavit form indicating prepayment of property taxes.

d. Back-Up Information:

Provide one (1) copy of the final Staff Hearing Officer (SHO) or Planning Commission (PC) Resolution approving the Tentative Map. In cases of Appeal to Council, a copy of the Council Agenda Report and associated resolution (if one has been prepared) or minutes of the Council meeting are also required.

One (1) copy each of all existing record plats, field books and deed documents referenced on the map including the vesting deed for the property being subdivided. Any other information referenced on the Map or procedure of survey.

e. Map Checking Fee (or appropriate deposit).

f. Off-Site Easements and Rights-of-Way:

Two (2) copies of each easement, street dedication, and/or street vacation information, if any, may be required in association with

the Parcel/Final Map along with one (1) set of traverse calculations covering each of the documents.

- g. Improvement Plans (when required) and an Engineer's Estimate of Public Improvement Construction Costs:

The Public Works Department, Land Development Engineering Division prefers to process both the Parcel or Final Map and improvement plans concurrently. The Parcel or Final Map shall not be scheduled for approval by the City Council until the required public improvement plans and corresponding improvement securities are submitted and approved by the City Engineer (*"B-Track" meaning bond it and permits can be issued. "A-Track" is where public infrastructure and improvements are constructed prior to building permits*).

- h. Document Identification:

All of the above documents shall be clearly referenced by the project address. The items listed above may not satisfy all of the conditions specified in the project discretionary Conditions of Approval. The sub-divider and his/her engineer are responsible for complying with all of the Conditions of Approval for the project including: Noting the date the project will expire; processing time; and Parcel/Final map submittal requirements.

- i. Covenants, Conditions and Restrictions Approved by the City Attorney.

3. Checking of Parcel/Final Map Package:

- a. Upon receipt of the Parcel or Final Map package described above, the Land Development Engineer will check the technical correctness of the Map and return a copy of the Map, stamped '*CHECK PRINT, PLEASE RETURN TO CITY, REVISED PLANS WILL NOT BE ACCEPTED UNLESS ACCOMPANIED BY THIS MAP CHECK*', and associated drawings to the surveyor/engineer for correction. This map check will include all requirements as outlined in the County of Santa Barbara Standard Statements and Certificates, and any additional requirements of the City as deemed appropriate. When the corrections have been made, the surveyor/engineer will return the check prints, together with a minimum of two (2) copies of the corrected Map, to the Land

Development Engineer for recheck, including submittal of all required documents and data requested by the first plan check. Maps submitted to the City for final City signoff shall include the following signatures:

- All owners
- Trustees
- Easement Holders
- Engineer/Surveyor of Record

4. Checking of related and/or required plans/drawings:

The Engineering Land Development section coordinates the interdepartmental checking of all materials related and/or required of Parcel/Final maps. Prior to submission of final Mylar Parcel/Final Map tracings, all other plans, documents and studies required by the discretionary Conditions of Approval shall be satisfied.

Staff prepares the agreements between the developer and the City. Template agreements are on file. Modifications to the template agreements require the review and approval of the City Attorney's office.

Parcel/Final Maps – Council Actions

City Council consideration and recordation:

Upon completion of checking of the Parcel/Final Map package and related and/or required plans/drawings as described above, the engineer shall transmit the following, along with a request for Council action, to the City Engineer:

1. Original signed Mylar copy and two (2) blue lines of the Parcel/Final Map;
2. Surety package, Subdivision and/or Improvement Agreements approved by the City Attorney;
3. Approved off-site dedication documents; if any;
4. County Tax Assessor's Clearance;
5. Grading and Drainage Plans;
6. Public Improvement Plans;
7. Final Subdivision Securities (See Municipal Code Chapter 27.11 for acceptable types of securities);
8. County Flood Control Written approval and signoff, if within a County Flood Control easement.

The City Clerk signs on behalf of the City Council for acceptance or rejection of Dedications or offers of dedication for public easements to the City of Santa Barbara shown on Parcel/Final Maps or for dedications or offers of dedications to the City by separate instruments. The dedications may be off-site or on-site.

Property Tax Pre-Payment Requirements

In compliance with Section 66492 of the State Subdivision Map Act, all state, county municipal or local taxes or special assessments collected as taxes or security to assure the payment of above taxes, shall be settled or paid, prior to the filing of the Final Map or Parcel Map with the legislative body.

To facilitate the processing of such tax clearances, the Department of Public Works, County of Santa Barbara, has released the following procedures:

1. Two weeks prior to the scheduled council approval date, the property owner shall provide the Land Development Engineer a letter from the Tax Collector to the County Recorder stating they have prepaid their taxes.

5. CERTIFICATES OF COMPLIANCE AND CONDITIONAL CERTIFICATES OF COMPLIANCE

General

A certificate of compliance may be recorded under the authority of the State Subdivision Map Act, to determine that a property is exempt from said state law at the time of its creation, and is legal, and may therefore be sold, financed, leased or transferred legally.

The question of whether a parcel is legal or not may arise from several sources such as a lender, owner, buyer, title company, or the City Attorney, Building Department, or City Engineer. To resolve the legal status of a parcel the owner shall:

1. Pay a fee to City Public Works Department and request a Certificate of Compliance.
2. Submit any data (maps, deeds, chain of title, records of survey, etc.) which document the creation of the parcel.

Public Works then verifies title search, reviews submitted maps, deeds and other record data, and researches Planning Commission and City Council minutes to analyze the creation of the parcel regarding conformance to legal requirements in effect at the time the parcel was originally created. Zoning and Planning matters are only considered where required as a part of the lot creation.

Should the City determine the parcel is legal, a Certificate of Compliance is recorded by the City Clerk to give notice of record that the parcel is legal.

If Public Works makes the determination that the parcel is illegal, the City will:

1. Send the owner a Notice of Intent to Record a Notice of Violation in which a date is set for a public hearing before the Planning Commission.
2. At the hearing, the Planning Commission considers a report from Public Works together with any new data supplied by the owner.
3. If the Planning Commission determines the parcel to be legal, a Certificate of Compliance is recorded.
4. If the Planning Commission determines the parcel was illegally created then a Notice of Violation is recorded against the property. If this occurs, the owner

has two options. The owner can simply maintain ownership of the illegally created parcel. However, it may be difficult to develop the property or to convey it because of the Notice of Violation. The alternative is to seek a remedy through the Planning Commission, which may approve a Conditional Certificate of Compliance stipulating the status of the parcel as legal subject to certain conditions. This Conditional Certificate of Compliance is recorded to give constructive notice that certain conditions must be met before the parcel can be considered legal.

In lieu of recording the above certificate, filing of a Final Map or Parcel Map shall constitute a Certificate of Compliance with respect to the parcels or real property described therein. An appropriate Tentative Map shall be filed for this purpose before processing of the Subdivision Map can start.

The City may, as a condition to granting a Certificate of Compliance, impose any conditions which would have been applicable to the division of property at the time the applicant acquired interest in the property.

The following shall be submitted when requesting a Certificate of Compliance:

1. Completed City Master Application with number of lots requested.
2. Certificate of Compliance and Conditional Certificate fee, per latest City Fee Resolution
3. Current (six months or less) preliminary title report.
4. Chain of title not more than 90 days old listing grantor-grantee with recording date and document number in ascending chronological order from the date the parcel was created to the current vesting date.
5. Copy of all deeds listed in the chain of title.
6. A legal description of the subject parcels titled "Exhibit A".
7. Provide survey closure calculations for subject properties.
8. An accurate and legible 8½" x 11" Exhibit (plot/plat) including existing property boundaries (distances and bearings), with the subject parcel shaded and titled "Exhibit B".

Certificate of Compliance Processing Steps

1. The City Engineering Land Development, Real Property, City Attorney and Planning staffs review the documents, and then assemble the submitted information into the Certificate of Compliance.

If City Staff is the final reviewing body for the document, then move to Step 2. If City staff is not the final review body for the document, then a Pre-application Review Team (PRT) application must be submitted for a Conditional Certificate of Compliance (SMA 664995.35).

2. Certificate of Compliance is signed by the City Engineer and notarized.
3. Public Works Land Development and Real Property Staff records the document at the County Recorders Office.
4. A copy of the recorded Certificate of Compliance is sent to the applicant by the County Recorder's.

Required Form

A Certificate of Compliance shall be prepared in a form as set forth by the City. The form is available at the Public Works Permit Counter at 630 Garden Street, Santa Barbara.

Record Owner's Signature

A Certificate of Compliance shall include the signature of the Record Owner.

Legal Description

The Legal Description of the parcel or parcels being certified (as a valid lot) shall be typed on the form. The legal description shall be signed and sealed by a Registered Civil Engineer (PRE-1986 #33000) or Licensed Land Surveyor pursuant to Section 8761 of the Business and Professional Code.

One set of forms shall be used for each set of adjacent parcels being certified.

6. LOT LINE ADJUSTMENTS

General

The Engineering Land Development Section will assist in the lot line adjustment process as follows:

Discretionary Approval Required (i.e., submit as a PRT/DART)

The Subdivision Map Act requires that lot line adjustments of five or more lots be acted on as Tentative Subdivision Maps. The Staff Hearing Officer will act on lot line adjustments involving four or fewer lots.

Please note that any TSM subject to Planning Commission review requires a Pre-Application Review Team (PRT) review first.

City Template: Agreement Relating to Lot Line Adjustment, Quitclaim Deeds and Acceptance Thereof

Available from Engineering staff.

Criteria of Acceptance for Filing

A lot line adjustment, as defined by the Subdivision Map Act, may be filed in the City of Santa Barbara where:

1. A greater number of parcels than originally existed are not thereby created.
2. The numbers of parcels being adjusted does not exceed 4, and all parcels being adjusted are legal parcels or lots per the Subdivision Map Act and are shown on the latest equalized County assessment roll as contiguous units.
3. All lots or parcels after adjustment will comply with City Engineering, Zoning, and Subdivision requirements.
4. No dedications or public improvements are required.
5. There is sufficient boundary information of record that makes the existing boundary line of all parcels being adjusted readily retraceable or established. Record data from Record of Survey, approved by the City Engineer, may be used for this purpose.

Lot Line Adjustment Plan Requirements

The Lot Line Adjustment Plan shall be prepared by a Surveyor or Engineer licensed to practice surveying in California. The Plan shall be 24" x 36" and contain the following information:

1. Sufficient dimensions and record boundaries so as to define the boundaries of the subject properties.
2. Location and labeling of existing facilities (public or private), access, drainage, sewage disposal, public utility easements, retaining walls, driveways, buildings, pools, hedges, fences, trees and other permanent structures. They shall be shown in relation to the lot line being adjusted.
3. Labeling of all boundary lines, including the reference which established the line. Original lot line shall be shown as a dashed line and labeled as "ORIGINAL LOT LINE". Adjusted lot line shall be labeled "ADJUSTED LOT LINE".
4. North arrow and scale.
5. The adjusted parcels shall be lettered or numbered consecutively in such a manner that there will be no confusion with the original lot or parcel numbers. The net acreage of the adjusted parcels shall be shown to the nearest one-thousandth of an acre.
6. The location and direction of flow of any natural or improved drainage paths, pipelines, or swales; the location (if known) of sewer laterals and water and gas lines and meters; and the location of any utility lines, poles and easements.
7. Existing contours or topography (if applicable).
8. Any other information relevant to the area and its improvements which would help in the consideration of the lot line adjustment request.
9. The original documents submitted for recordation, shall be signed and stamped by a Registered Civil Engineer authorized to practice land surveying or a Licensed Land Surveyor; be prepared on Mylar; and shall contain a small vicinity map.
10. The following statement shall be added:

"Monuments will be set within 90 days along the adjusted lot corners, and a Record of Survey (or Corner Record) will be filed as required by Section 8762 of the Land Surveyor's Act."

Lot Line Adjustment Document Filing (Post Approval)

When the Lot Line Adjustment is approved by the Staff Hearing Officer or Planning Commission, the Lot Line Adjustment Agreement or Declaration shall be processed and filed with the City and recorded with the County Recorder's office. Where the ownership is not the same for each parcel being adjusted, individual grant deeds shall also be recorded.

After approval by the Planning Commission or Modification Hearing Officer (or after City Council upon appeal as appropriate), and at the time of application, the Applicant shall submit the following to the Public Works Permit Counter at 630 Garden Street:

1. A completed City Master Application.
2. The Lot Line Adjustment Fee, per the latest Fee Resolution.
3. Title reports/grant deeds for each and every parcel being adjusted. Staff may request current title reports to replace previously submitted title reports, or the applicant may provide proof from the County Recorder's Office that the title report has remained unchanged since the last issue.
4. Separate legal descriptions of the existing lots prior to the lot line adjustment.
5. Separate legal descriptions of the adjusted lots following the lot line adjustment, signed and stamped by a California Licensed Land Surveyor. The new legal description shall contain deed references "tying" it to adjacent lots.
6. Survey closure calculations prepared by a licensed surveyor for each existing and merged legal lot (10,000:1).
7. An accurate and legible Lot Line Adjustment plan, including existing lot lines, lot lines to be adjusted, adjacent roadway and a vicinity map (see Sample below).

During application processing the following may be required:

1. If any of the adjusted parcels are financed, the applicant shall provide an executed "Consent to Lot Line Adjustment" form signed off from owners of beneficial interests (see Sample below). The Signature of Trustee, "pursuant to request of Beneficiary", is required.

TRUSTEE'S CONSENT TO LOT LINE ADJUSTMENT:

_____ is the Trustee under the Deed of Trust dated _____, executed by _____, and recorded as Instrument No. _____ in the Official Records of the Office of the County Recorder for the County of Santa Barbara, State of California. The Deed of Trust encumbers the real property described in the attached Lot Line Adjustment Agreement or Declaration (Agreement/Declaration), dated _____. Pursuant to the request of the Beneficiary of the Trust Deed, Trustee does hereby consent to the execution and recordation of the Agreement/Declaration, and agrees that upon recordation of the Agreement/Declaration, the Trustee's and Beneficiary's interests in said real property (i) shall be subordinate to the Agreement/Declaration and (ii) shall apply to the entire adjusted parcel rather than merely a portion of the adjusted parcel.

TRUSTEE:

(Name of Trustee)

By:

(Name and Title, typed)

(Signature)

(Address)

(Area Code and Phone Number)

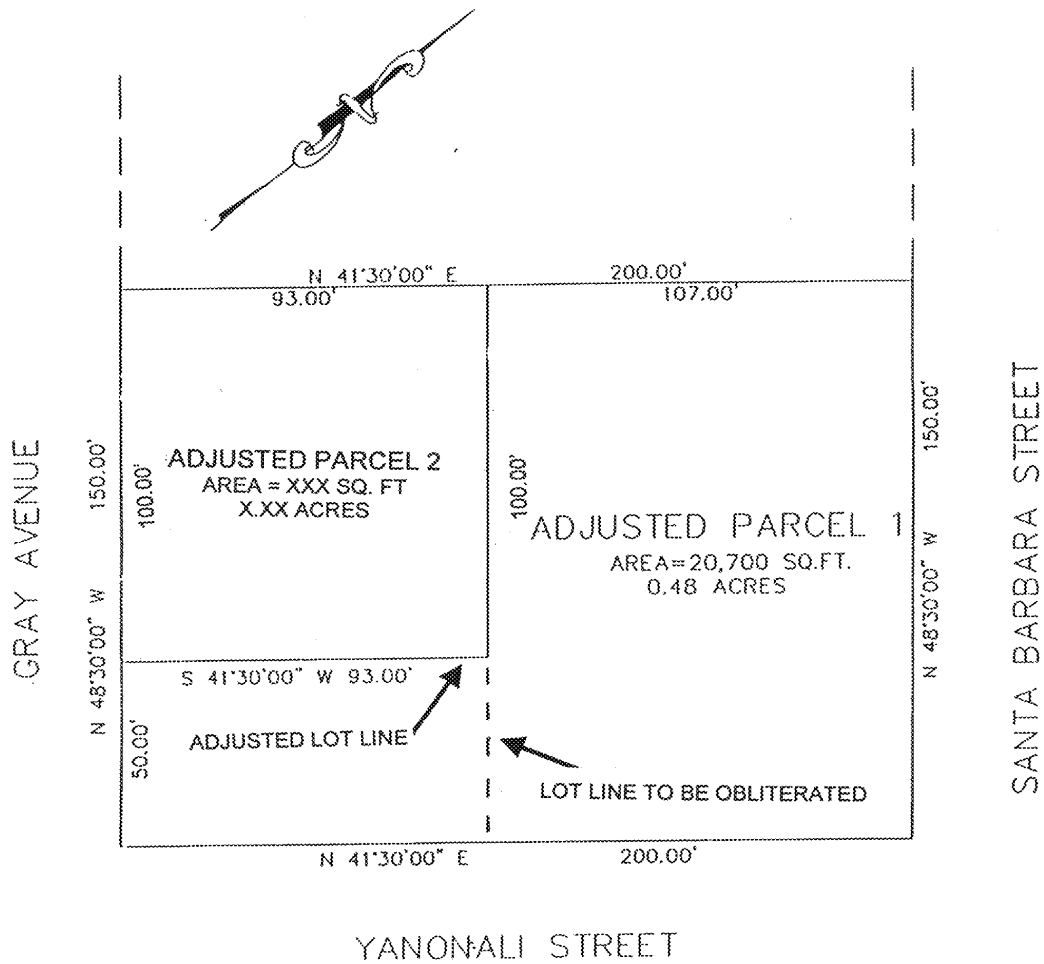
INSTRUCTIONS: This Consent will be recorded. A notary must acknowledge your signature(s). Inform the notary that the acknowledgement is for an instrument to be recorded. (California Civil Code 1169, et seq.)

2. If requested by the licensed surveyor or the Public Works Director, a Record of Survey shall be required to be filed concurrently with the Lot Line Adjustment document, or the owner shall be required to obtain a title insurance policy for the adjusted parcels to ensure no "overlaps or gaps". The County Surveyor's Office reviews and signs the Records of Survey prior to the City Engineer's signature.

Lot Line Adjustment Processing Steps:

1. Engineering Land Development staff reviews documents, assembles the submitted information into a Lot Line Adjustment document, and returns the document to the applicant for execution by the Owners.

2. Owner obtains and completes a Preliminary Change of Ownership Report (PCOR) from the County Recorder's Office and obtains evidence of prepayment of property taxes from the County Assessor's Office.
3. Lot Line Adjustment document is executed by the Owners and notarized.
4. Submit the following to the Land Development Engineer: Evidence of prepayment of property tax from the County Tax Assessor's Office, Executed Lot Line Adjustment Agreement and PCOR.
5. Lot Line Adjustment document is signed by the City Engineer and notarized.
6. Public Works staff records the Lot Line Adjustment document.
7. A copy of the recorded Lot Line Adjustment document is sent to the applicant.



COMPANY NAME OR LOGO



Signature _____
 NAME PRINTED _____

DATE _____

SCALE: 1" = 30'

SAMPLE

7. VOLUNTARY LOT MERGERS

General Requirements

The Subdivision Map Act (Sec. 66499.20 3/4) allows for the voluntary merger of contiguous parcels under common ownership without reversion to acreage and requires recordation of an instrument evidencing the merger.

At the time of application, the Applicant shall submit the following to the Public Works Department Permit Counter at 630 Garden Street:

1. A completed City Master Application.
2. Certificate of Voluntary Merger Fee, per latest Fee Resolution.
3. Current title report or grant deed for each and every parcel being merged or for the merged parcel.
4. A legal description of the merged parcel accompanied by a letter from a licensed surveyor, engineer, title officer or attorney stating they have reviewed and approved the legal description of the parcel being created. The new legal description should contain deed references "tying" it to adjacent parcels. If there are any questions as to the adequacy of the new legal description, a Record of Survey may be required.
5. Survey closure calculations prepared by a licensed surveyor for each existing lot and merged lot.
6. An accurate and legible 8½" x 11" Merger Exhibit, including existing property boundaries (distances and bearings), lot lines to be obliterated, and adjacent roadways (see Sample on the following page).
7. If any of the properties to be merged are financed, the Applicant shall get a "Consent to Voluntary Merger" form signed off from owners of beneficial interests (see Sample below). The signature of the Trustee, pursuant to request of Beneficiary, for each deed of trust, must be obtained.

TRUSTEE'S CONSENT TO VOLUNTARY MERGER:

_____, is the Trustee under the Deed of Trust dated _____, executed by _____, and recorded as Instrument No. _____ in the Official Records of the Office of the County Recorder for the County of Santa Barbara, State of California. The Deed of Trust encumbers the real property described in the

attached Certificate of Voluntary Merger (the "Certificate") dated _____. Pursuant to the request of the Beneficiary of the Trust Deed, Trustee does hereby consent to the execution and recordation of the Certificate, and agrees that upon recordation of the Certificate, the Trustee's and Beneficiary's interests in said real property (i) shall be subordinate to the Certificate and (ii) shall apply to the entire merged parcel rather than merely a portion of the merged parcel.

TRUSTEE:

(Name of Trustee)

By:

(Name and Title, typed)

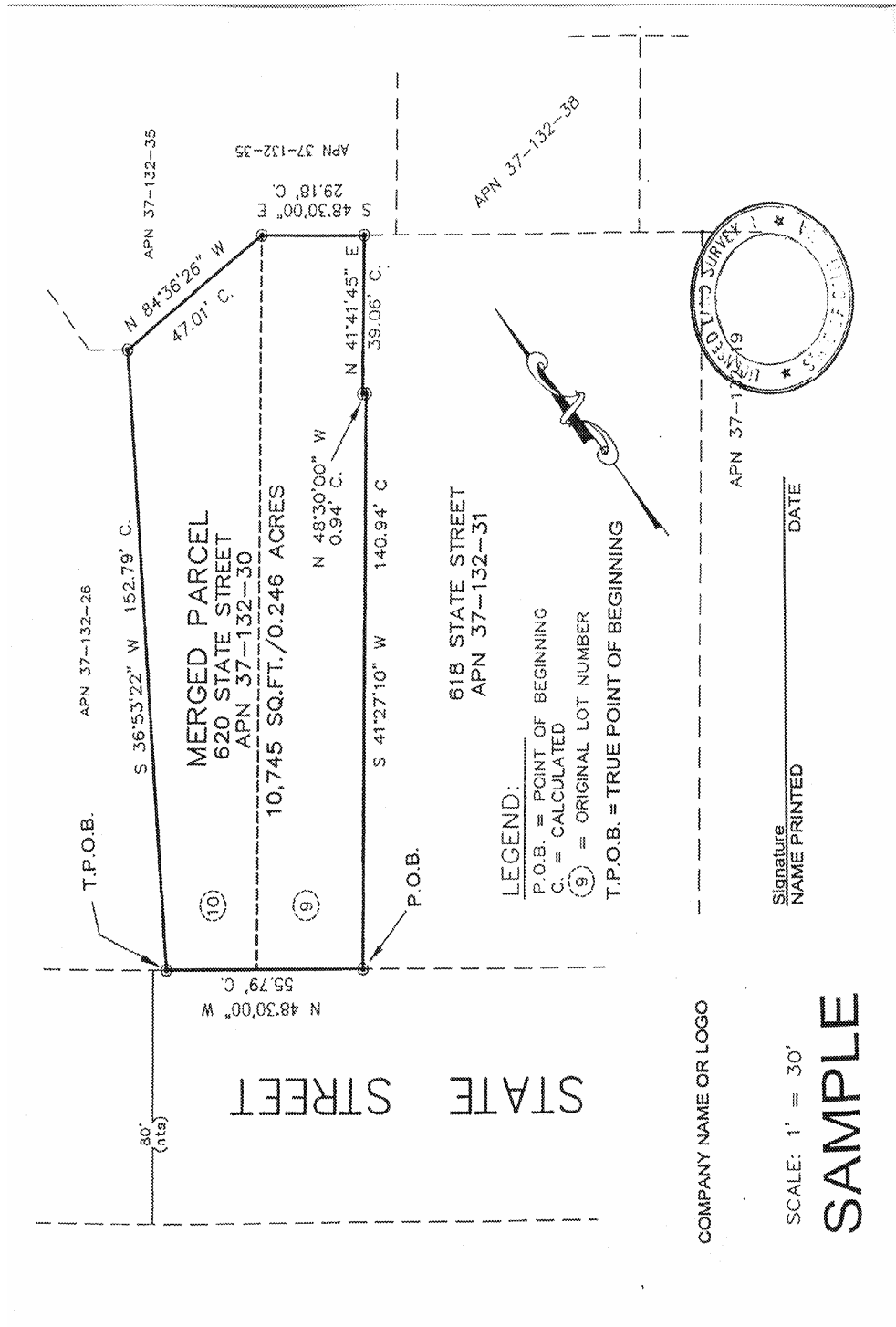
(Signature)

(Address)

(Area Code and Phone Number)

INSTRUCTIONS: This Consent will be recorded. A notary must acknowledge your signature(s). Inform the notary that the acknowledgement is for an instrument to be recorded. (California Civil Code 1169, et seq.)

8. If requested by the licensed surveyor or the Public Works Director, a Record of Survey shall be required to be filed concurrently with the Certificate of Voluntary Merger document, or the owner shall be required to obtain a title insurance policy for the adjusted parcels to ensure no "overlaps or gaps". The County Surveyor's Office reviews and signs the Records of Survey prior to the City Engineer's signature.



Voluntary Merger Processing Steps

1. Engineering Land Development staff reviews the documents, assembles the submitted information into the Certificate of Voluntary Merger and returns the Certificate to the applicant for execution by the owner(s).
2. The Certificate of Voluntary Merger is executed by the owner(s) and notarized.
3. The executed Certificate of Voluntary Merger is returned to Public Works Land Development staff.
4. The Certificate of Voluntary Merger signed by the City Engineer and notarized.
5. Public Works Staff records the document.
6. A copy of the recorded Certificate of Voluntary Merger is sent to the applicant.

8. SETBACK VARIANCE REQUESTS

General Requirements

In accordance with City of Santa Barbara Municipal Code Chapter 28.84, Variances for Setback Lines, the applicant may request a variance related to said chapter.

Setback Variance Request Processing Steps

Prior to application, the applicant shall consult with Zoning Counter staff to identify all setback-related issues.

At the time of application, the applicant shall submit the following to the Public Works Department Permit Counter at 630 Garden Street:

1. A completed City Master Application.
2. Payment of the Setback Variance Request fee of per latest City Fee Resolution.
3. A current Preliminary Title Report for the subject property.
4. A letter to Engineering Land Development staff, addressed to City Council, requesting a Setback Variance, with the following information included:
 - a. Description of any/all existing setback(s) for subject property.
 - b. Description of existing neighborhood and any known previously approved variance requests.
 - c. Photographs showing setbacks for existing non-conformance with current zoning ordinance, if any.
 - d. Reference associated encroachment permits, if any.
 - e. Every petition filed under this chapter shall state fully the grounds upon which leave for variance is sought and the facts warranting the proposed allowance of variance. (Ord. 3769, 1975; Ord. 3710, 1974; Ord. 2585, 1957; Ord. 2062 §2, 1946.)
1. An accurate and legible 8 ½" x 11" Encroachment Exhibit, including existing property boundaries, encroachment(s) into existing setback(s), setback lines and adjacent roadways (see Sample at the end of this section).

9. CERTIFICATES OF CORRECTION

General Requirements

This is used to make minor changes per Section 66469 of the Subdivision Map Act or Section 9887.5 of the Land Surveyors Act.

The following shall be submitted in filing for a Certificate of Corrections:

1. Copy of the Recorded Map.
2. Mathematical or closure calculations.
3. Signed and sealed copies of the Certificate of Correction form together with the approved plat map. (See Section 6.2 for Map requirements.)
4. The Application Fee payment per the latest City Fee Resolution.
5. An updated title report or other evidence of present ownership.

After the certificate has been recorded, the Engineer shall make sure that a copy is sent to the County of Santa Barbara, Department of Public Works, Survey Records Section, MS-0336.

Procedures

The following guidelines shall be followed in preparing the certificate for filing with the City.

1. It shall be signed by a Registered Civil Engineer authorized to practice land surveying or by a Licensed Land Surveyor. The certificate shall detail the corrections made and show the names of the present fee owners of the property affected by the corrections.
2. An approved plat map (when required) showing the area being corrected shall be attached to the certificate.
3. The Certificate of Correction form as shown herein shall be used.

Sample Form

RECORDING REQUESTED BY:*(Owner, Agent, or Title Company)**(Mailing Address)**(City, State)(Zip)***WHEN RECORDED, RETURN TO:**

County Surveyor's Office

123 East Anapamu Street

Santa Barbara, CA 93101

Certificate of Correction

COUNTY OF SANTA BARBARA

STATE OF CALIFORNIA

The following corrections or additions are hereby made to Tract Map No. _____ filed in Book _____, Page(s) _____ of Maps in the office of the Recorder of Santa Barbara County, State of California.

(Insert description corrections)

Fee Owners as of the date hereof, _____:

*(List owners' names)***Surveyor's/Engineer's Statement:**

I hereby certify that I prepared this Certificate of Correction or it was prepared under my direction on _____ *(Day and Month)* _____, 200____, and the changes shown hereon are as provided for in Section 66469 of the Subdivision Map Act.

County Surveyor's Statement:

I hereby certify that I have examined this certificate of correction and the only changes made are those set forth in Section 66469 of the Subdivision Map Act.

Michael B. Emmons, P.L.S. 5899

County Surveyor

License Expiration Date: _____

10. AMENDED PARCEL/FINAL MAPS

General Requirements

Amended maps are not subject to the Tentative Map process nor are they subject to approval by the legislative body since there is no division of land involved. Approval is by the City Engineer in accordance with Section 66469 of the State Subdivision Map Act.

There are no requirements for a tax bond or assessment certificate.

Procedures

1. Title: "Amended Map of the City of Santa Barbara _____"
2. Preparation: Map preparation requirements are the same as a Parcel/Final Map. All easements and dedications per the original Map shall be labeled as such.

Example:

"Drainage Easement dedicated per Map No. _____."

A table of amendments will follow which will show changes numbered in sequence, the sheet number(s) affected, the data on the original Map which is in error, and the new data shown on the amended Map.

Required Certificates

Generally certificates on the original map shall remain the same on the amended map.

11. REVERSION TO ACREAGE

Title

Maps filed for the purpose of reversion to acreage shall be conspicuously identified in the title as "FOR THE PURPOSE OF REVERSION TO ACREAGE."

Preparation

Map preparation requirements are the same as a Parcel/Final Map.

Filing

The procedure for filing a map for reversion to acreage is the same as filing a Parcel/Final Map. An appropriate Tentative Map shall also be submitted first. The criteria for filing is as provided for in the State Subdivision Map Act. There is no requirement for a tax bond.

Required Certificates

Generally certificates for the Parcel/Final Map shall apply to a Reversion to Acreage.

12. RIGHT-OF-WAY AND EASEMENT DEDICATIONS

General Requirements

For Parcel/Final Maps, required on-site dedications must be made on the Map. Off-site dedications must be made by separate instrument.

In dedicating an easement via a separate instrument, the following are required to be submitted:

1. An updated Title Report.
2. A legal description prepared, signed and sealed by a Registered Civil Engineer authorized to practice land surveying or a Licensed Land Surveyor, of the area being dedicated.
3. A Map showing existing easements and the portion being dedicated.
4. Mathematical or closure calculations.
5. Completion of the appropriate City of Santa Barbara Grant of Easement form.
6. Applicable reference maps and documents to retrace the boundary of the property involved.
7. Subordination Agreements for all Beneficiaries of the Deeds of Trust.

City Policies

City Process

13. EASEMENT VACATION AND ABANDONMENT

General Requirements

1. As provided for by the City Council Resolution No. _____ adopted on _____, or the latest amendment thereto, the following shall be adhered to in requesting for easement vacation and abandonment:
 - a. A request for street or easement vacation shall be submitted to the City Engineer on an application form approved by the City Engineer.
2. A processing fee shall be paid by the applicant at the time the vacation application is submitted to the City Engineer.
3. The application shall be accompanied by a legal description and plat sketch of the easement to be vacated, a vicinity map, and updated title report.
4. Upon receipt of the application, the City Engineer shall transmit copies to all City departments which may have an interest in the easement and ask for comment on the proposed easement vacation or abandonment.
5. The vacation request may also be put before the City's Public Services Review Committee for review and comment.
6. In cases where the City holds fee title to the land underlying the easement, the applicant shall be required, at his expense, to provide sufficient updated title evidence to confirm underlying fee ownership.
7. If the City is found to hold underlying fee title, the vacation request shall be sent to the City Real Property Division for review and recommendations.
8. If the fee owned land, after vacation, possesses any value, its value shall be determined by an appraisal by the City Engineer or an independent appraiser selected by the City Engineer, at the applicant's expense. Upon determination of fair value, the Real Property Agent may recommend to Council the retention, sale, or lease of any or all of the underlying fee land to abutting owners or to other parties upon such conditions and terms as the Agent may make.
9. Upon completion of the review of the application, procedures for publication, notice, posting, public hearings and the disposition of any underlying fee land, or excess land, shall therefore follow the statutory requirements of section 8300 (et. seq.) of the State Streets and Highways Code or any other applicable code.

City Policies

City Process

14. AGREEMENT FOR MAINTENANCE OF LAND DEVELOPMENT IMPROVEMENTS

General Requirements

1. Persons filing subdivision or Parcel/Final Maps for any project where public improvements are required, or affected, shall enter into formal agreements with the City regarding such improvements. See SBMC § 27.
2. Any improvement agreement, contract, or act required or authorized by the Subdivision Map Act or the City's current subdivision ordinance, for which security is required, shall be secured in accordance with the appropriate section of the Subdivision Map Act and no Parcel/Final Map shall be signed by the City Engineer or recorded until all improvement securities required by this section have been received and approved.
3. One or more Land Development Agreement types may be prepared by City Staff and require execution by the applicant. These Agreements may include:
 - a. Agreement Assigning Water Extraction Rights
 - b. Agreement for Land Development Improvements
 - c. Agreement to Construct and Install Improvements (Not a Subdivision)
 - d. Agreement Relating to Subdivision Map Conditions Imposed Upon Real Property
4. The improvement agreements shall be prepared by City Staff, signed by the City Engineer and approved as to form by the City Attorney. The applicant shall provide:
 - a. Exact owner's name and vesting information as it appears on the property vesting deed, and provide a copy of the vesting deed.
 - b. If the property is owned by other than individuals, the applicant shall provide a copy of the Articles of Incorporation showing signature authority, and a list of shareholders/officers.
5. The agreement(s) prepared by the City shall provide for (as applicable):
 - a. Construction of all improvements, including any required off-site improvements, according to the approved plans and specifications on file with the City Engineer.
 - b. Completion of improvements within the time specified.
 - c. Right of the City to modify plans and specifications in writing to the subdivider.

- d. Warranty by the sub-divider that construction will not adversely affect any portion of adjacent properties.
 - e. Payment of inspection fees in accordance with the current City Fee Resolution.
 - f. Payment of in-lieu fees for under-grounding of utilities on frontage streets (if applicable).
 - g. Improvement security as required by this article.
 - h. Maintenance and repair of any defect or failures and their causes.
 - i. Release and indemnification of the City from all liability incurred in connection with the development and payment of all reasonable attorneys fees that the City may incur because of any legal action or other proceeding arising from the development.
 - j. Assignment of water extraction rights. The City of Santa Barbara has the right to the underground water supply per the City's historic Pueblo Rights. The Agreement Assigning Water Extraction Rights provides constructive notice to the property owner that they do not have the right to construct a well for their water needs on site.
 - k. Any other deposits, fees or conditions as required by City ordinance, or resolution, and as may be required by the City Engineer.
 - l. Right of the City to withhold building permits and/or occupancy permits until completion of improvements.
 - m. Any other provisions required by the City as reasonably necessary to effectuate the purposes and provisions of the Subdivision Map Act and this Ordinance.
6. Execution Requirements:
- a. Attach a legal description (labeled "Exhibit B") of the merged parcel either signed/stamped by a Licensed Land Surveyor/Engineer or accompanied by a letter from a licensed surveyor, engineer, title officer or attorney stating they have reviewed and approved the legal description of the parcel being created.
 - b. The owner(s) name(s) must reflect how the title to the property is currently held and it should be consistent throughout the document. Please inform us if there are any errors in owner(s) name(s) or vesting.
 - c. Type the signatories' names, as signed, and their titles, below the vesting name for each signature line.

- d. This agreement will be recorded. The owner's signature(s) must be acknowledged by a notary. Inform the notary that the acknowledgement is for an instrument to be recorded. (California Civil Code, §1169, et seq.)
- e. Provide copies of evidence of signature authority for each entity as specified on the signature line(s).
- f. Return to Public Works Land Development Staff for appropriate signatures. City Staff will then record the document. A copy will be sent to each of the addresses as indicated in the signature section of the document.

Improvement Security

Financial security is generally provided by the developer of a subdivision for:

1. Public Improvements
 - a. Water
 - b. Sewer
 - c. Street
 - d. Drainage
 - e. Utility
 - f. Streetlight
2. Landscaping
3. Monument Setting

Financial security is also provided for by any individual, corporation, or entity who is involved in an activity that will "damage or remove existing public improvements like curbs, gutters, and street pavements. For these types of activities, an encroachment, or moving, permit is required. Financial security is required before permit is issued.

The amount of the securities is determined by the estimate of construction quantities and the latest unit prices for bonding as submitted by the design engineer and reviewed and approved by the City Land Development Engineer.

Some examples are as follows:

4. Swimming Pool Construction
5. House Moving
6. Sewer and/or Water Lateral Construction
7. Sidewalk and/or Driveway Construction

Securities for these types of construction are required to be posted to ensure the repair or replacement of any damaged existing public improvements, according to the required standard.

Form of Security

The form of security shall be allowed by Santa Barbara Municipal Code Chapter 27.11.

Amount of Security

1. Whenever a security is required to be furnished in connection with the performance of any act or agreement, such security shall be in the form and amount as follows: (Percentage shown is based upon cost estimate of the total value of the improvement as approved by the City Engineer): (*MODIFY AS APPROPRIATE*)
 - a. Performance Security 100%
 - b. Labor and Material Security 100%
 - c. Warranty Security 25% (*Not in SBMC 27.11 - 10%*)
 - d. Monumentation Security 100% (*Of estimated monumentation cost*)
2. A performance bond or other security in the amount of 100% of the total estimated construction cost, to guarantee the construction or installation of all improvements, shall be required of all subdivisions. An additional amount of 100% of the estimated construction cost shall be required to guarantee payment to the sub-divider's contractor, subcontractors, and to persons furnishing labor, materials or equipment for the construction or installation of improvements. As a part of the obligation guaranteed by the security and in addition to the full amount of the security, there shall be included costs and reasonable expenses and fees, including attorney's fees, incurred by the City in enforcing the obligations secured.

The estimate of improvement costs shall include:

- a. Fifteen percent (15%) of the total construction cost for contingencies.
 - b. Increase for projected inflation.
 - c. All utility installation costs or a certification acceptable to the City Engineer from the utility company that adequate security has been deposited to ensure installation.
3. Upon acceptance of the subdivision improvements by the City, the sub-divider shall provide security, in the amount as required by the City Engineer, to guarantee the improvements against any defective work, labor, or materials used in the performance of the improvements throughout the warranty period which shall be the period of one (1) year following completion and acceptance of the improvements unless a larger warranty period is required by the City Engineer.

Length of Security Requirements

1. Performance Bond: Posted as a condition of plan approval. Released when the work is completed in accordance with the approved plan, the plan has been certified "Record Drawing" by the Engineer of Work, and the "Record Drawing" has been approved by the City.
2. Labor and Materials Bond: Posted along with the Performance Bond as a condition of plan approval. Released after the City's acceptance of the improvements, typically with the release of the Performance Bond, unless otherwise determined by the City Engineer, but in no case shall be held longer than six (6) months following acceptance.
3. Monumentation Bond: Required to be posted prior to map approval. Bond can be released upon the Engineer of Work's certification that the monuments have been set, subject to the City's verification (i.e., survey inspection).

Completion of Improvements

1. As determined by the agreement between the City and the developer.
2. Extensions.

The completion date of the improvements may be extended by the City Council, for all subdivisions, upon written request by the sub-divider and the submittal of adequate evidence to justify the extension. The request shall be made not less than thirty (30) days prior to expiration of the subdivision improvement agreement.

The sub-divider shall enter into a subdivision improvement agreement extension with the City. The agreement shall be on forms provided by the Department and signed by the City Engineer, approved as to form by the City Attorney, executed by the sub-divider and surety, and transmitted to the City Council for its consideration. The agreement may be considered by the City Engineer and, if approved, executed by the City Engineer on behalf of the City as permitted by City Council Resolution.

In consideration of a subdivision improvement agreement extension, the following may be required:

- a. Revision of improvement plans to provide for current design and construction standards when required by the City Engineer.
- b. Revised improvement construction estimates to reflect current improvement costs as approved by the City Engineer.
- c. Increase of improvement securities in accordance with revised construction estimates.
- d. Inspection fees may be increased to reflect current construction costs but shall not be subject to any decrease or refund.

The City Engineer may impose additional requirements as may be deemed necessary as a condition to approving any time extension for the completion of improvements.

The costs incurred by the City in processing the agreement shall be paid by the sub-divider at actual cost.

The time extensions discussed in this section refer to improvement agreements and completion of improvements only. Time extensions for Tentative Maps,

Tentative Parcel Maps, development plans, and other approvals requiring discretionary approvals are processed separately through the Planning Department.

Authority to Release

Unless otherwise specified, the City Engineer has the authority to partially release a security but in no case may the sum of the partial security release exceed 75%. The developer may request up to three partial releases. Substitute securities are required of the developer as appropriate.

Reduction in Performance Security

Upon application by the sub-divider, the City Engineer, as authorized by the City Council through resolution, may authorize, in writing, the release of a portion of the security in conjunction with the satisfactory completion of a part of the improvement as the work progresses, but in no case shall the security be reduced to less than 25 percent of the total improvement security given for faithful performance. The amount of reduction of the security shall be determined by the City Engineer, however, in no event shall the City Engineer authorize a release of the improvement security which would reduce security to an amount below that required to guarantee the completion of the improvements and any other obligation imposed by the Subdivision Map Act, the City's most current Subdivision Ordinance, or the improvement agreement. Any reduction shall be construed to be acceptance of any portion of the improvements.

Release of Improvement Security

1. Performance Security: The performance security shall be released only upon acceptance of the improvements by the City (in the case of landscaping, upon completion of a required maintenance period), and when an approved warranty security has been filed with the City Engineer or City Council as the case may be. If a warranty security is not submitted, the performance security shall be released 12 months after acceptance of the improvements and after correction of any/all warranty deficiencies.
2. Material and Labor Security: Security given to secure payment to the contractor, subcontractors, and to persons furnishing labor, materials, or equipment may, six (6) months after the completion and acceptance of the improvements by the City, be reduced to an amount equal to the amount of all claims filed and of which notice has been given to the City Council. The balance of the security shall be released upon the settlement of all claims and obligations for which the security was given.

3. **Warranty Security:** The warranty security shall be released upon satisfactory completion of the warranty period, provided:
 - a. All deficiencies appearing on the warranty deficiency list for the subdivision have been corrected.
 - b. Not less than 12 months have elapsed since the acceptance of the improvements by the City.

Change in Ownership

A sub divider who acquires ownership of an approved subdivision, or any portion thereof, shall be required to provide an improvement security for all improvements, not just those that may remain incomplete at the time of change in ownership.

Construction and Inspection

The construction methods and materials for all improvements shall conform to the most current City Construction Standard Details and all other standard plans and specifications of the City or otherwise adopted by the City.

Construction shall not commence until all required improvement plans have been approved by the City Engineer. All improvements are subject to inspection by the City Engineer, or authorized personnel, in accordance with the City's approved specifications. The City Engineer shall determine the frequency and detail of inspection up to and including full-time inspection. The cost of inspection shall be the responsibility of the sub-divider and sufficient security shall be placed with the City, in advance of work, to reimburse the City for inspection costs.

15. BOND RELEASES

General Requirements

The following requirements shall be completed prior to the request for bond release:

1. Record Drawings complete and approved, including:
2. Public Improvement Plan
3. Landscape Plan
4. Survey Ties
5. Completion of construction according to approved plans and specifications. Completion of all final list items.
6. Inspection of property corners and verification that monumentation exists per approved subdivision map.
7. Departmental acceptance (by City). There may be a few additional items to be corrected beyond punch list stage.
8. Posting of Warranty Bond (or retention of last 25% of Performance security).

Monument Inspection

Subdivision monumentation is inspected at the request of the Engineer/Surveyor.

Boundary Monuments

Boundary Monuments shall be set prior to approval of the Final Map, or prior to the release of the Monumentation Bond.

New monuments, as a minimum requirement, shall consist of one-half (1/2") inch galvanized iron pipe, not less than 18 inches below the final graded surface, at all lot corners and intersections and at all angel or tangent points of the subdivision boundary. Each galvanized iron pipe shall bear a copper disc securely and permanently doweled into the upper end of the said pipe. Each disc shall bear the registration number of said Registered Civil Engineer or Licensed Land Surveyor clearly stamped therein. A 2" x 2" x 18" wooden stake, painted white, shall also be driven next to the galvanized iron pipe, with less than six (6") inches of the length exposed, to mark the location of the latter.

Submit a request for monumentation inspection, and two blue line prints of the Final Map (Parcel Map) to the City Engineering Department.

Centerline and Lot Corner Monuments

Centerline and Lot Corner Monuments may be deferred 12 months before the filing of the Map; although, these monuments must be set before improvements are finally approved and accepted.

For approval of monuments that have been set, a request for monumentation inspection shall be submitted to the Engineering Department at the time inspection is requested. This request shall include a written statement by the Engineer or Land Surveyor indicating that the all final monuments have been set. Upon completion of all improvements, and acceptance of the improvements, the monumentation surety can be released. (Any monumentation set that conflicts with the recorded map shall be resolved and a certificate of Correction or Amended Map will be recorded prior to the release of the surety.)

16. ANNEXATION

General Requirements

Annexations are required to be reviewed by LAFCO (“Local Agency Formation Commission”). LAFCO is a regulatory agency charged by the State legislature with “discouraging urban sprawl and encouraging the orderly development of local agencies” based on “local circumstances and conditions.” To meet its responsibilities, LAFCO reviews and either approves or denies proposals to either annex or detach land to cities or special districts. The commission is composed of members of the County Supervisors and City Councils. The Santa Barbara LAFCO has two members from the County Board of Supervisors, two selected from the City Councils within the County, two selected from the various special districts within the County, and a public member, plus an alternate for each category. For more background information, see the Santa Barbara LAFCO website, Government Code 66413 (the Subdivision Map Act), SBMC § 4.04 “buy-in fee” and Santa Barbara City Charter Section 1505.

Discretionary Approval Required (i.e., submit as a PRT/DART)

Prior to the applicant/City submitting a proposal to Local Agency Formation Commission (LAFCO)

Annexation requires a pre-application review with a PRT (Pre-application Review Team) application. The PRT letter generated from that review will be copied to LAFCO. After a favorable PRT letter, the applicant can request to go before the Planning Commission or City Council (depends of size of annexation) to initiate annexation of the unincorporated territory into the City of Santa Barbara. During this hearing a pre-zoning and pre-general plan designation will be discussed. If Planning Commission or City Council initiates the annexation, the applicant can proceed to the formal application, DART (Development Application Review Team), process.

During the DART application process, plans are routed to all Public Works Managers to determine if the area proposed for annexation can be adequately served by the City's infrastructure which typically includes water, wastewater, storm drain, street and street lights. Southern California Edison (SCE) and the Gas Company are handled with "will serve letters." The Annexation Map and Legal are also reviewed by the City Engineering Department at this time.

Once the DART application is deemed complete, environmental review will commence. Once environmental review is complete, the project will go before the Planning Commission/City Council for project approval. After project approval, the City Council will adopt a Resolution of Application initiating a boundary change. The Tax Exchange Agreement between the County of Santa Barbara and City can also occur at this time; however, it typically occurs after a project application is filed with LAFCO.

Application is filed with LAFCO

The applicant will prepare this application and the City Case Planner will submit the application to LAFCO.

A complete application includes:

- Cover letter
- Landowner consent if applicable
- Resolution of application
- Proposal Questionnaire
- CEQA Documentation – EIR, ND, Mitigated ND, Notice of exemption

- (Or if LAFCO is going to be the Lead Agency, an environmental questionnaire.)
- Map and legal description
- Other relevant supporting documents

Please refer to the LAFCO website for specific details of LAFCO's process. (http://www.sblafco.org/forms/processing_procedures.pdf)

During this time the LAFCO staff person is reviewing the application for completeness and forwarding applicable information to the County and City so they can complete the Tax Exchange Agreement and the County Surveyor can approve the Annexation Map/Legal. Once the application is deemed complete and the Tax Exchange Agreement has taken place, the project will go before LAFCO for consideration. If the annexation is approved, the applicant will pay the final fees for the State Board of Equalization so the annexation can be officially recorded.

Post LAFCO Approval

Once the annexation has been approved and recorded, the project can proceed with the City's post discretionary review process and obtain the necessary public works and building permits. Typically with annexation projects there is a final map or parcel map involved and processing of the final map or parcel map would begin.

17. CONDOMINIUMS

This section is under construction.

General

Condominiums require approval of a Tentative and Final Map. The review process for a condominium is similar to the [Tentative map process](#).

See: SBMC § 27.07 Tentative Maps

http://www.santabarbaraca.gov/Documents/Municipal_Code/03_Individual_Titles/SBMC_TITLE_27_Subdivisions.pdf

Residential Condominium Developments

See: SBMC § 27.13 Residential Condominium Developments

http://www.santabarbaraca.gov/Documents/Municipal_Code/03_Individual_Titles/SBMC_TITLE_27_Subdivisions.pdf

Conversions of Dwelling Units to Condominiums

See: SBMC § 28.88 Conversions of Dwelling Units to Condominiums, Hotels or Similar Uses

http://www.santabarbaraca.gov/Documents/Municipal_Code/03_Individual_Titles/SBMC_TITLE_28_The_Zoning_Ordinance.pdf

APPENDICIES

- A. Reference Documents/Cross Reference Table (with Hyperlinks)
- B. Index of Documents and Forms Available at the Public Works Front Counter

APPENDIX A

Reference Documents/Cross Reference Table (with hyperlinks - the hyperlinks in this table are under construction)

Reference Title (Alphabetical)	Description	See Guide Pages
Acceptable Plants for Parkways in the Public Right-of-Way	Fulfills Water Conservation Landscape Guideline Standards (SBMC § 22.080.020)	
Architectural Board of Review Guidelines	Maintain original architectural integrity of the City of Santa Barbara	
Bicycle Master Plan	Strategy to encourage and develop more bicycling as transportation in Santa Barbara	
Circulation Element	Addresses state law requirements and presents a comprehensive plan to meet those needs	
City of SB Local Coastal Program Implementation	Summary of new coastal land use zones, waterfront & creek guidelines	
City Procedure Handouts	A collection of informational and procedural handouts for customers	
Coastal Parkway Design Guidelines - Highway 101 Santa Barbara	Preserve historic character and visual quality of the segment of Hwy 101 within City's Coastal Zone	
Construction Standard Details	Improvement plan notes applicable to streets, water, sewer, and street lighting	
Downtown/Waterfront Vision*		
Drought Tolerant Parkway Design Guidelines*	Fulfills Water Conservation Landscape Guideline Standards (Mini Code Section 22.080.020)	
El Pueblo Viejo District Guidelines	Guidelines for design in the El Pueblo Viejo District to comply with SBMC § 22.22.	

Final Report and Recommendations – Downtown/Waterfront Santa Barbara Stakeholder Committee		
Fire Department Access and Hydrant Requirements	Requirements for and access to hydrants	
Grading Regulation Guide*		
Interim Design and Improvement Standards	Adopted July 1975 and used up until approval of this guide	
Land Development Management Audit Staff Reports (1996)		
Landscape Design Standards for Water Conservation	Effective July 27, 1989, promotes efficient use of water.	
Landscape Planter Requirements	Sets forth requirements for landscape planters	
Local Coastal Program Implementation		
SBMC § 22.04 – Adoption of and Amendments to Uniform Codes		
SBMC § 22.60 – Streets and Sidewalks		
SBMC Title 27 – Subdivisions		
Outdoor Lighting Ordinance & Design Guidelines	Regulation for outdoor lighting fixtures	
Permit Plan Training Guide	Software Training Guide By Tidemark Computer Systems, Inc.	
Plants for Parkways	Sets forth the variety of plants that can be used on parkways	
Standards for Parking Design	Provide convenient off-street parking to entice users away from on-street parking	
State Street Landscaping Guidelines	Strategy for future changes proposed for State St. Plaza and simplify design review process	
Street Landscaping Guidelines*	Fulfills Water Conservation Landscape Guideline Standards (SBMC § 22.080.020)	
Urban Design Guidelines: City Grid (incl. Appendix)	Ensure new development projects in the City reflect core community values	

Water Efficient Landscaping – List of Free Materials	Lists materials that are free and available to City residents	
Waterfront Area Design Guidelines*	Provides Consistent Guide for Waterfront Projects	

APPENDIX B

Index of Documents and Forms Available at the Public Works Front Counter

1. Planning Submittals & Plan Check

- Land Development Agreement Instructions and Information Checklist
- Certificate of Compliance Procedure, Certificate of Compliance Submittal Guidelines, and Certificate of Compliance Information Handout
- Certificate of Voluntary Merger Checklist
- Lot Line Adjustment Document (Post Approval) Processing Checklist
- Parcel/Final Map Checklist
- Application for Review (DRAFT)
- Engineering Handout for Completeness Review
- Resolution No. 03-058 (Fee Resolution)
- Public Works Fees for Application Submittal
- Setback Variance Request Checklist
- Tentative Map Checklist
- Santa Barbara Municipal Code § 27.20 – Vesting Tentative Maps

2. Engineering Design

- Backflow Prevention Assembly
- Construction Plans – General Requirements for Public Works Checklist (DRAFT)
- Public Improvement Plans Checklist (C-3 Construction Drawings)
- Public Improvement Plans Checklist (C-1 Construction Drawings)
- Water Extraction Rights Information Handout
- Record Drawings – Process and Standards
- Enclosure and Facility Design Guidelines for Recycling and Trash Removal Service (Updated June 2004)

- Minimum Site Plan Requirements

3. Miscellaneous Permits and Forms

- Dumpster/Roll-Off Box Encroachment Permit Application Checklist
- Customer Service Evaluation Form
- Notice to Remove Obstructions on Sidewalk for Solstice and Fiesta Parades
- Application for Water Meter (DRAFT)

4. Traffic/Transportation

- Acceptable Plants for Parkways in the Public Right-of-Way